

SUPPLEMENTAL JOB DESCRIPTION

Classification: LICENSING AND EVALUATION COORDINATOR

Function Code: 5759-090

Position Title: Food Safety & Environmental Sanitation Coordinator Date Established: 4/10/02

Position Number: 42885

Date of Last Amendment: 7/7/06

SCOPE OF WORK: To protect the NH food supply and to prevent foodborne illness, by planning and coordinating professional assessments within a designated program area utilizing specialized knowledge and skills in evaluating and analyzing food service establishments and retail food stores, investigation of complaints, provision of technical assistance, and evaluation of compliance with applicable state and federal health and safety laws and regulations for the purpose of licensing and regulating these facilities.

ACCOUNTABILITIES:

- Conducts licensing, monitoring and investigation inspections of food service establishments and retail food stores, not limited to restaurants, retail grocery stores; caterers; packers of potentially hazardous foods; bakeries; schools; private, state and county institutions; hospitals; stores; warehouses; lodging facilities; and food processors to assess health and safety risks, and determine compliance with applicable state and federal laws and regulations.
- Provides consultation, technical assistance, and supervision to firm owners, operators or administrators with regard to provision of services, regulatory requirements and best practices, to assist them in problem solving, achieving and maintaining compliance with applicable laws and regulations and by implementing best practice standards.
- Investigates complaints and allegations of non-compliance to identify potential health hazards or substandard conditions.
- Coordinates a team of professionals in conducting licensing and monitoring evaluations or complex investigations to ensure that each member of the team fulfils his/her responsibilities in a thorough timely manner.
- Compiles and analyzes data from interviews, observations, reviews of records and reports to establish a record of evidence to support determinations of compliance with applicable state and federal laws and regulations. Approves the issuance of provisional food service licenses to new food service establishments and food service establishments that have changed ownership. Determines if annual license may be issued after provisional license period ends.
- Prepares compliance and non-compliance reports for licensees based on collected evidence using principles of documentation for legal proceedings.
- Exercises professional demeanor and judgment in interpersonal relations with firm owners, operators, service providers, consumers, the general public and state and federal agencies.
- Analyzes evidence and supporting data to substantiate enforcement remedies for regulatory noncompliance.
- Evaluates, approves or disapproves and monitors licensees corrective action plans or develops directed corrective action plans and provides on-site professional monitoring of the licensees ongoing compliance with applicable state and federal laws and regulations.
- Represents the Department at administrative hearings and courts cases, and testifies regarding the interpretation of federal and state regulations to support regulatory decisions.
- Researches and develops reports and formal presentations on subjects to promote regulatory compliance, program specific health and safety requirements, and professional best practice.

- Mentors in the orientation and training of new staff by evaluating their work, and providing input for their performance evaluation.
- Recommends regulatory action against noncompliant licensees and may recommend the withholding of the annual food service license to those establishments out of compliance with State of NH rules and regulations.
- Investigates alleged unlicensed firms to determine if they are in violation of state statutes.
- Makes recommendations for changes to existing laws and regulations.
- Collects food samples for laboratory analysis.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in food science, environmental health science, biological science or microbiology. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in food service management or operations or as a professional in a health and human services field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for statewide travel. Professional license or certification as required by assigned program area.

SPECIAL REQUIREMENTS:

Must be willing and able to travel in and out-of-state, including overnight stays, and attend out-of-state training sessions as assigned. Must be able to satisfactorily complete or meet additional training criteria relevant to the assigned program area; such as but not limited to: Standardization by a certified US Food and Drug Administration Food Service Ratings Officer; Qualified instructor for food protection manager certification; qualification must meet the standards of the Conference for Food Protection.

DISCLAIMER STATEMENT: This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #, Joyce Welch, Bureau Chief, #14688

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #, Joyce Welch, #Bureau Chief, #14688

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved